



Security Review Cases

— Recommended Guidelines —

- ☐ **“Official DoD information that is prepared by or for DoD personnel and is proposed for public release”¹ should be submitted to OSR for a security and policy review. Contractors should follow contract guidelines in determining whether to submit a document for a security and policy review.**
- ☐ **OSR will not review documents already in the public domain.**
- ☐ **OSR will not accept documents marked as draft or company proprietary.**
- ☐ **All documents originated by a DoD Agency or office must be accompanied by a signed DD Form 1910. U.S. Government agencies/departments and contractors should use a cover letter. Use of the DD Form 1910 is not required by U.S. government contractors.**
- ☐ **Send 5 unbound copies of each document being submitted for review.**
- ☐ **Send classified documents by mail or classified fax (please contact OSR ahead of time for to coordinate receipt of a classified fax). Send unclassified documents by mail, unclassified fax or email.**
- ☐ **Submit papers, articles, and other material to ensure receipt by OSR at least 10-15 working days before the date needed; technical papers shall be received by OSR to allow at least 15-20 working days for review; manuscripts and books shall be received by OSR to allow at least 30-45 working days for review²**
- ☐ **“More time may be needed if the material is complex or requires review at Agencies outside of DOD”³**
- ☐ **Clearance of presentations does not include the script if none is provided.**
- ☐ **Clearance of an abstract does not satisfy any requirement to clear the unabridged document for publication/presentation.**

Contact Information/Queries

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¹ DoD Instruction 5230.29 “Security and Policy Review of DoD Information for Public Release,” pg. 3

² DoD Instruction 5230.29 “Security and Policy Review of DoD Information for Public Release,” pg. 5

³ DoD Instruction 5230.29 “Security and Policy Review of DoD Information for Public Release,” pg. 5